

# TONY F. ORTIZ, ATTORNEY AT LAW, LLC

2011 Botolph  
Suite 200  
Santa Fe, NM 87505  
505-986-2900

12/19/13  
OK To pay  
DST

Attn: Dr. Nancy Barcelo  
Northern New Mexico College  
921 N. Paseo de Oñate  
Española, NM 87532

Statement Date: November 30, 2013  
Statement No. 10  
Account No. 1080.000  
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RE: General Legal Services

**Payments received after 11/30/2013 are not included on this statement.**

Previous Balance \$4,255.46

Fees

Hours

11/04/2013			
TFO	Draft letter to evicted tenant (.6)	0.60	117.00
11/05/2013			
TFO	Finalize letter re eviction (.2)	0.20	39.00
11/11/2013			
NMB	Receive, scan and e-mail copy of the signed Certified Mail Return Receipt card, with regard to the H. Whitley matter.	0.10	8.50
11/13/2013			
TFO	Calls from D. Sanchez re negotiation of liquidated damages; discussion of construction contract (.8)	0.80	156.00
11/15/2013			
TFO	Call from DS re negotiations on liquidated damages (.6)	0.60	117.00
11/18/2013			
TFO	Begin review of development contract (.8)	0.80	156.00
11/19/2013			
TFO	Review of development contract; draft email re same; review CBA and faculty senate document; draft response re same (2.7)	2.70	526.50
11/20/2013			
TFO	Calls to NMBF re lease; research re same; review and revise lease; send correspondence re same (2.5)	2.50	487.50
11/21/2013			
TFO	Research re development lease; finish red line review of lease (1.9)	1.90	370.50